



YUMA COUNTY HOUSING GOVERNING BOARD OF  
DIRECTORS

RESOLUTION NO. 2015-09

APPROVE THE YUMA COUNTY HOUSING DEPARTMENT'S  
PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FISCAL  
YEAR 2015 AND RELATED CERTIFICATIONS AND  
AGREEMENTS WITH THE U.S. DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT (HUD).


WHEREAS: Acting on behalf of the Housing Governing Board of Directors of the Yuma County Public Housing Agency (PHA) as its Chairman. I approve the submission of the Annual Plan for PHA fiscal year 2015 and the 5 Year Plan for 2015-2019, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

NOW, THEREFORE, BE IT RESOLVED, after review of the amended Public Housing Agency Annual Plan, the Yuma County Housing Governing Board of Directors hereby adopts and approves the plan, with Resolution No. 2015-09.

Adopted this 17<sup>th</sup> day of February, 2015.

  
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RUSSELL McCLOUD, Chairman  
Housing Governing Board of Directors

ATTEST:

  
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ROBERT L. PICKELS JR  
County Administrator/Clerk of the Board

APPROVED AS TO FORM AND DETERMINED TO BE WITHIN THE SCOPE OF  
PERFORMANCE OF DUTY OF THE YUMA COUNTY BOARD OF SUPERVISORS:

  
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JON R. SMITH, County Attorney

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>YUMA COUNTY HOUSING DEPARTMENT</u> PHA Code: <u>AZ013</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u>					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>159</u> Number of HCV units: <u>401</u>					
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  The mission of the Yuma County Housing Department is to assist low-income families with safe , decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. This mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in public service .					

5.2	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <ol style="list-style-type: none"> <li>Promote and enhance community health, safety and well being. Goal: Timely vacant unit turn-around Objective: Have vacant units ready for re-occupancy within current HUD standards. Measure: Vacant unit turn-around in less than 25 days.</li> <li>Maintain and manage sufficient resources to support the provisions of decent, safe and sanitary housing. Goal: Maintain resource or current ratio within current HUD standards. Objective: Have available current resources equal to or greater than current obligations. Measure: Resource or current ratio within 2.1 to 7.8</li> <li>Promote economic self-sufficiency and employment: Goal: Successful operation of the Family Self-Sufficiency (FSS) program. Objective: Assist subsidized families to become economically independent and/or homeowners. Measure: Six households per year leave the program to become economically independent and/or homeowners.</li> <li>Improve the quality of assisted housing: Goal: Improve public housing and housing choice voucher management. Objective: SEMAP score will be 96% or better; Public Housing Assessment will be Standard Performer or better. Measure: SEMAP 96%- 100% ; PH Management will be 23-25 points or 95-100%</li> </ol> <p><b><u>Progress Report Made In Previous 5-year Plan:</u></b></p> <p><u>Timely vacant unit turn-around:</u> Average unit turnaround days for the last 5 years is 6 days.</p> <p><u>Maintain sufficient resources to meet current obligations:</u> Average current ratio for the last 5 years is 3.0.</p> <p>Promote self-sufficiency and asset development of assisted households: Total of 37 FSS participants graduated between FY10-FY14. 60% are employed as of January 1, 2015 Of 171 FSS participants, 104 participants have reported employment Recipient of 2012 Most Valuable Partner Award Recipient of 2014 Most Valuable Partner Award</p>
6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>Capital Fund Program Section 8 Administrative Plan Admissions and Continued Occupancy Policy (ACOP) FY 2014 Audit Report-Single Audit Report FYE 6/30/14: <u>No audit findings.</u> Statement of Financial Resources/Operating Budget (<b>ATTACHMENT “D”</b>) Violence Against Women Act (VAWA) (<b>ATTACHMENT “F”</b>)</p> <p>See “<b>ATTACHMENT “I”</b>” for summary of changes/Revisions</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Main Administrative office of the PHA and Main Administrative Office of the County Yuma County Housing Department                      Yuma County Administration 8450 W. Highway 95 Suite #88                      198 S. Main Street Somerton, AZ 85350                      Yuma, AZ 85364</p>

7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><b>( ATTACHMENT “A”) S8 Homeownership Program</b></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>( ATTACHMENT “B”) Capital Fund Program Annual Statement/Performance and Evaluation Report</b></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p><b>( ATTACHMENT “C”) Capital Fund Program Five-Year Action Plan</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p><b>N/A</b></p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>( ATTACHMENT “J”) Housing Needs</b></p>

9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>Maximize the number of affordable units available to PHA within its current resources by:  Maintaining or increasing section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.  Effective maintenance and management policies to minimize the number of public housing units off -line.  Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.  Maintain or increase section 8 lease-up rates by effectively screening section 8 applicants to increase owner acceptance of program.  Increase the number of affordable housing by applying for additional section 8 units should they come available.  Applying for special purpose vouchers targeted to elderly and families with disabilities, should they become available.  Continue activities to affirmatively further fair housing by counseling tenants as to location of units outside of area of poverty or minority concentration and assist them to locate those units.</p>
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**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

RE: Maintenance Division. Unit turnaround exceeds objective of less than 25 days. It is currently at 6 days.

RE: Finance Division. Current ratio meets objective which is within 2.1 to 7.8. Entity wide Current ratio at FYE June 30, 2014 is 2.1 and received a maximum score points of 12.

RE: Housing Management Division.

Goal: Successfully manage the Family Self-Sufficiency Program by promoting and encouraging self-sufficiency and financial development.

Objective The Family Self-Sufficiency Program (FSS) will offer individualized support including vocational counseling, homeownership counseling, and goal planning, job and life skills training to assist participants become economically independent and/or homeowners.

Measure: 6 households per year leave the FSS program to become economically independent and/or homeowners.

Promote self-sufficiency and asset development of assisted households:

Currently 172 FSS participants (60%) are employed, 15 (8%) receive unemployment assistance.

14 (8%) receive supportive services for elderly and disabled.

Ensure equal opportunity and affirmatively further fair housing:

Please see (ATTACHMENT " E ")

10.0

**Violence Against Women Act (VAWA): Pre-VAWA 2013 and VAWA 2013**

Yuma County Housing Department

- Has implemented policies and procedures that will enable us to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking.
- All assisted housing program participants are advised of their rights under VAWA at the application stage, in the move-in packets and at all recertification's.
- The Housing Department does not terminate tenancy of a tenant victim due to actual or threatened domestic violence, dating violence, sexual assault or stalking against the tenant or an immediate family member of the tenant. The Housing Department will request that the tenant complete a certification.
- The Housing Department may take other actions to ensure the safety of the tenant victim, other residents, and employees. These may include, but are not limited to, bifurcation of a family's lease to evict a household member who is the perpetrator of domestic violence; honoring court orders which may limit a tenant perpetrator's access to the unit or property; and, evicting the tenant victim if the Housing Department can demonstrate an actual and imminent threat to the immediate housing community or staff.
- All information provided to the Housing Department by a participating family regarding VAWA certification, including the tenant's status as a victim, is confidential. The exceptions to confidentiality are tenant authorization to release and/or use information; is required by law; or is needed for eviction proceedings.
- Has provided training to staff regarding VAWA and the Department's policies and procedures that pertain to VAWA.
- Current and potential landlords are kept abreast of VAWA issues via the landlord outreach.
- May refer victims affected by VAWA to appropriate agencies including domestic violence shelters and victim services programs. Families in crisis are referred to the police and/or to Amberly's Place.

Please see (ATTACHMENT "F ") **Violence Against Women Act (VAWA): Pre VAWA 2013/VAWA 2013**

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

A significant amendment is the addition of an action, activity or process not found in the existing plan, or the addition of clarifying detail to an existing action, activity or process found to have insufficient detail. A material change in information due to changes in statutory and/or regulatory requirements is not considered as significant amendment.

A substantial deviation/modification is the reversal or elimination of, or major change to an action, activity, or process found in the existing plan.

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p><b>( ATTACHMENT “G” )</b></p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> </ul> <p><b>( ATTACHMENT “H” )</b></p> <ul style="list-style-type: none"> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> </ul> <p><b>( ATTACHMENT “B” )</b></p> <ul style="list-style-type: none"> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> </ul> <p><b>ATTACHMENT “C”</b></p> <ul style="list-style-type: none"> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul> <p><b>ATTACHMENT “F”</b></p> <p><b>Violence Against Women Act (VAWA)</b></p>
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# ATTACHMENT “A”

## **SECTION 8 HOMEOWNERSHIP PROGRAM**

## **INTRODUCTION**

The PHA may permit a family to use any of the special housing types discussed in this chapter. However, the PHA is not required to permit families receiving assistance in its jurisdiction to use these housing types, except that PHAs must permit use of any special housing type if needed as a reasonable accommodation for a person with a disability. The PHA also may limit the number of families who receive HCV assistance in these housing types and cannot require families to use a particular housing type. No special funding is provided for special housing types.

### **PHA Policy**

Families will not be permitted to use any special housing types, unless use is needed as a reasonable accommodation so that the program is readily accessible to a person with disabilities.

Special housing types include single room occupancy (SRO), congregate housing, group homes, shared housing, cooperative housing, manufactured homes where the family owns the home and leases the space, and homeownership [24 CFR 982.601].

This chapter consists of the following seven parts. Each part contains a description of the housing type and any special requirements associated with it. Except as modified by this chapter, the general requirements of the HCV program apply to special housing types.

### **PART I: SINGLE ROOM OCCUPANCY**

No policy decisions are required.

### **PART II: CONGREGATE HOUSING**

No policy decisions are required.

### **PART III: GROUP HOME**

No policy decisions are required.

### **PART IV: SHARED HOUSING**

No policy decisions are required.

### **PART V: COOPERATIVE HOUSING**

No policy decisions are required.

### **PART VI: MANUFACTURED HOMES**

No policy decisions are required.

## **PART VII: HOMEOWNERSHIP**

[24 CFR 982.625 through 982.643]

### **15-VII.A. OVERVIEW [24 CFR 982.625]**

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option may be newly admitted or an existing participant in the HCV program. The PHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations.

There are two forms of homeownership assistance a PHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. PHAs may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a PHA offers both forms of assistance, a family must choose which form of assistance to receive.

The PHA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of the PHA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The PHA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The PHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the PHA has otherwise opted not to implement a homeownership program.

The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

## **15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]**

The family must meet all of the requirements listed below before the commencement of homeownership assistance. The PHA may also establish additional initial requirements as long as they are described in the PHA administrative plan.

- The family must have been admitted to the Housing Choice Voucher program.
- Participate in the Family Self-Sufficiency Program. Elderly and disable participants are exempt from this requirement.
- Must have completed an initial lease term in the Section 8 voucher program.
- The family must qualify as a first-time homeowner, or may be a cooperative member.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. The PHA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not the PHA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (the term 'full-time employment' means not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family.
- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the PHA must grant an exemption from the employment requirement if the PHA determines that it is needed as a reasonable accommodation.
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).

### **15-VII.C. SELECTION OF FAMILIES [24 CFR 982.626]**

Unless otherwise provided (under the homeownership option), the PHA may limit homeownership assistance to families or purposes defined by the PHA, and may prescribe additional requirements for commencement of homeownership assistance for a family. Any such limits or additional requirements must be described in the PHA administrative plan.

If the PHA limits the number of families that may participate in the homeownership option, the PHA must establish a system by which to select families to participate.

### **15-VII.D. ELIGIBLE UNITS [24 CFR 982.628]**

In order for a unit to be eligible, the PHA must determine that the unit satisfies all of the following requirements:

- The unit must meet HUD’s “eligible housing” requirements. The unit may not be any of the following:
  - A public housing or Indian housing unit;
  - A unit receiving Section 8 project-based assistance;
  - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
  - A college or other school dormitory;
  - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- The unit must be under construction or already exist at the time the family enters into the contract of sale.
- The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
- The unit must have been inspected by the PHA and by an independent inspector designated by the family.
- The unit must meet Housing Quality Standards (see Chapter 8).
- For a unit where the family will not own fee title to the real property (such as a manufactured home), the home must have a permanent foundation and the family must have the right to occupy the site for at least 40 years.

- For PHA-owned units all of the following conditions must be satisfied:
  - The PHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a PHA-owned unit is freely selected by the family without PHA pressure or steering;
  - The unit is not ineligible housing;
  - The PHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any PHA provided financing. All of these actions must be completed in accordance with program requirements.

The PHA must not approve the unit if the PHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

#### **15-VII.E. ADDITIONAL PHA REQUIREMENTS FOR SEARCH AND PURCHASE [24 CFR 982.629]**

It is the family's responsibility to find a home that meets the criteria for voucher homeownership assistance. The PHA may establish the maximum time that will be allowed for a family to locate and purchase a home, and may require the family to report on their progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time established by the PHA, the PHA may issue the family a voucher to lease a unit or place the family's name on the waiting list for a voucher.

## **15-VIL.F. HOMEOWNERSHIP COUNSELING [24 CFR 982.630]**

Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. HUD suggests the following topics for the PHA-required pre-assistance counseling:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The PHA may adapt the subjects covered in pre-assistance counseling (as listed) to local circumstances and the needs of individual families.

The PHA may also offer additional counseling after commencement of homeownership assistance (ongoing counseling). If the PHA offers a program of ongoing counseling for participants in the homeownership option, the PHA shall have discretion to determine whether the family is required to participate in the ongoing counseling.

If the PHA does not use a HUD-approved housing counseling agency to provide the counseling, the PHA should ensure that its counseling program is consistent with the counseling provided under HUD's Housing Counseling program.

## **15-VII.G. HOME INSPECTIONS, CONTRACT OF SALE, AND PHA DISAPPROVAL OF SELLER [24 CFR 982.631]**

### **Home Inspections**

The PHA may not commence monthly homeownership assistance payments or provide down payment assistance grants for a family until the PHA has inspected the unit and has determined that the unit passes HQS.

An independent professional inspector selected by and paid for by the family must also inspect the unit. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

The PHA may not require the family to use an independent inspector selected by the PHA. The independent inspector may not be a PHA employee or contractor, or other person under control of the PHA. However, the PHA may establish standards for qualification of inspectors selected by families under the homeownership option.

The PHA may disapprove a unit for assistance based on information in the independent inspector's report, even if the unit was found to comply with HQS.

### **Contract of Sale**

Before commencement of monthly homeownership assistance payments or receipt of a down payment assistance grant, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the PHA a copy of the contract of sale. The contract of sale must:

- Specify the price and other terms of sale by the seller to the purchaser;
- Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser;
- Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- Provide that the purchaser is not obligated to pay for any necessary repairs; and
- Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under CFR part 24.

### **Disapproval of a Seller**

In its administrative discretion, the PHA may deny approval of a seller for the same reasons a PHA may disapprove an owner under the regular HCV program [see 24 CFR 982.306(c)].

#### **15-VII.H. FINANCING [24 CFR 982.632]**

The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.

A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

#### **15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS [24 CFR 982.633]**

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the PHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

The family must comply with the following obligations:

- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).
- The family must supply information to the PHA or HUD as specified in 24 CFR 982.551(b). The family must further supply any information required by the PHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
- The family must notify the PHA before moving out of the home.
- The family must notify the PHA if the family defaults on the mortgage used to purchase the home.
- No family member may have any ownership interest in any other residential property.
- The family must comply with the obligations of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).

#### **15-VII.J. MAXIMUM TERM OF HOMEOWNER ASSISTANCE [24 CFR 982.634]**

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases.

The maximum term described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different PHAs, the total of such assistance terms is subject to the maximum term described in this part.

#### **15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]**

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in elsewhere in this plan for the Housing Choice Voucher program.

The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

The PHA must adopt policies for determining the amount of homeownership expenses to be allowed by the PHA in accordance with HUD requirements.

Homeownership expenses (not including cooperatives) only include amounts allowed by the PHA to cover:

- Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home;
- Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.

Homeownership expenses for a cooperative member may only include amounts allowed by the PHA to cover:

- The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
- Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home; and
- Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.
- Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

#### **15-VIII.L. PORTABILITY [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]**

Subject to the restrictions on portability included in HUD regulations and PHA policies, a family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families. The receiving PHA may absorb the family into its voucher program, or bill the initial PHA.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving PHA must promptly notify the initial PHA if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the PHA.

#### **15-VIII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]**

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

The PHA may deny permission to move to a new unit with continued voucher assistance as follows:

- Lack of funding to provide continued assistance.
- At any time, the PHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance.
- In accordance with the PHA's policy regarding number of moves within a 12-month period.

The PHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.

#### **15-VII.N. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]**

At any time, the PHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

The PHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy.

The PHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

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# ATTACHMENT “B”

## **CAPITAL FUND PROGRAM ANNUAL STATEMENT PERFORMANCE AND EVALUATION REPORT**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226

<b>Part I: Summary</b>					
PHA Name: Yuma County Housing Department		Grant Type and Number Capital Fund Program Grant No: AZ2OP01350115 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2015 FFY of Grant Approval: 2015	
Type of Grant					
<input checked="checked" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1 )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	50,000	-	-	-
3	1408 Management Improvements		-	-	-
4	1410 Administration (may not exceed 10% of line 21)	25,000	-	-	-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,000	-	-	-
8	1440 Site Acquisition				
9	1450 Site Improvement	18,040	-	-	
10	1460 Dwelling Structures	100,935			
11	1465.1 Dwelling Equipment—Nonexpendable		-	-	-
12	1470 Non-dwelling Structures	57,319			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

1/22/2015

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226

<b>Part I: Summary</b>					
PHA Name: Yuma County Housing Department		Grant Type and Number Capital Fund Program Grant No: AZ2OP01350115 Replacement Housing Factor Grant No: Date of CFFP:		Federal FFY of Grant: 2015 FFY of Grant Approval: 2015	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$259,294	-	0	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director <i>Robert D. Mallett</i>		Date 1/22/2015		Signature of Public Housing Director Date	

- <sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: Yuma County Housing Department			Grant Type and Number Capital Fund Program Grant No: AZ20P01350115 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended	
	Operations	1406	1	50,000				
	Management Improvements	1408						
	Administration	1410	1	25,000				
	Environmental Review	1430	1	8,000				
<b>Valley Vista Apts 13-1</b>	Repair stucco & paint ext walls	1460	20	7,300				
	Pest Control	1460	12	9,600				
<b>Valley Vista Apts. 13-2</b>	Repair stucco & paint ext walls	1460	20	7,300				
	Pest Control	1460	12	9,600				
<b>Valley Vista Apts 13-5</b>	Repair stucco & paint ext walls	1460	25	9,868				
	Pest Control	1460	10	8,000				
	New Carpet - Main Office	1470	1	10,269				
	Paint Interior walls - Main Office	1470	1	7,550				
	New Building Shop	1470	1	39,500				
	Replace water meter covers	1450	25	10,250				
<b>Valley Vista Apts. 13-6</b>	Repair stucco & paint ext walls	1460	19	7,500				
	Pest Control	1460	10	8,000				
	Replace water meter covers	1450	19	7,790				
<b>Moctezuma Apts 13-9</b>	Pest Control	1460	17	13,600				
	Cover all swamp cooler & duct	1460	45	4,995				
	Replace 70% of closet doors	1460	35	2,372				
<b>Pecan Shadows 13-18</b>	Pest Control	1460	16	12,800				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: Yuma County Housing Department				Federal FFY of Grant: 2015	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End	
<b>Environmental Review</b>					
<b>Valley Vista Apts 13-1</b>	1/30/2016		6/30/2018		
Repair stucco & paint ext walls					
Pest Control					
<b>Valley Vista Apts 13-2</b>	1/30/2016		6/30/2018		
Repair stucco & paint ext walls					
Pest Control					
<b>Valley Vista Apts. 13-5</b>	1/30/2016		6/30/2018		
Repair stucco & paint ext walls					
Pest Control					
New Carpet - Main Office					
Paint Interior walls - Main Office					
New Building Shop					
Replace water meter covers					
<b>Valley Vista Apts. 13-6</b>	1/30/2016		6/30/2018		
Repair stucco & paint ext walls					
Pest Control					
Replace water meter covers					
<b>Moctezuma Apts 13-9</b>	1/30/2016		6/30/2018		
Pest Control					
Cover all swamp cooler & duct					
Replace 70% of closet doors					
<b>Pecan Shadows 13-18</b>	1/30/2016		6/30/2018		
Pest Control					

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

form HUD-50075.1 (4/2008)

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# ATTACHMENT “C”

## **CAPITAL FUND PROGRAM FIVE-YEAR PLAN**

# Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

<b>Part I: Summary</b>						
PHA Name/Number Yuma County Housing Department			Locality (City/County & State) Somerton/Yuma, AZ		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2015</u> FY 2016 See attached Annual Statement	Work Statement for Year 2 FFY <u>2016</u>  <i>FY 2017</i>	Work Statement for Year 3 FFY <u>2017</u>  <i>FY 2018</i>	Work Statement for Year 4 FFY <u>2018</u>  <i>FY 2019</i>	Work Statement for Year 5 FFY <u>2019</u>  <i>FY 2020</i>
B.	Physical Improvements Subtotal	\$184,294.00	\$208,076.00	\$187,596.00	\$186,713.00	\$182,267.00
C.	Management Improvements		\$30,000.00	\$25,000.00		
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
F.	Other					
G.	Operations	\$50,000.00	\$20,000.00	\$25,000.00	\$50,000.00	\$50,000.00
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds	\$259,294.00	\$283,076.00	\$262,596.00	\$261,713.00	\$257,267.00
L.	Total Non-CFP Funds					
M.	Grand Total	\$259,294.00				

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>					
Work Statement for Year <u>1</u> FFY <u>2015</u>			Work Statement for Year: <u>2</u> FFY <u>2016</u>		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
<b>Environmental Review</b>	<b>159</b>	<b>\$8,000</b>			
<b>Valley Vista Apts. 13-1</b>			<b>Valley Vista Apts. 13-1</b>		
Repair stucco and paint ext. walls	20	\$7,300	Shower walls & plumbing including sewer drain	10	\$25,000
Pest Control	12	\$9,600			
<b>Valley Vista Apts. 13-2</b>			<b>Valley Vista Apts. 13-2</b>		
Repair stucco and paint ext. walls	20	\$7,300			
Pest Control	12	\$9,600			
<b>Valley Vista Apts. 13-5</b>			<b>Valley Vista Apts. 13-5</b>		
Repair stucco and paint ext. walls	25	\$9,868	Replace roof shingles (apt 64 & 65)	2	\$7,810
Pest Control	10	\$8,000	Replace all windows	110	\$36,406
New Carpet-Main Office	1	\$10,269	Replace kit & bathroom light fixtures lamps (flat)	25	\$10,300
Paint int. Walls-Main Office	1	\$7,550	Replace washroom doors	25	\$12,500
Replace water meter covers	25	\$10,250			
New Building shop	1	\$39,500	<b>Valley Vista Apts. 13-6</b>		
<b>Valle Vista Apts. 13-6</b>			Replace all windows	114	\$36,447
Repair stucco and Paint ext. walls	19	\$7,500	Replace kit & bathroom light fixtures lamps (flat)	19	\$7,300
Pest Control	10	\$8,000	Replace complete bathroom tubs	19	\$47,500
Replace water meter cover	19	\$7,790			
<b>Moctezuma Apts. 13-9</b>			<b>Pecan Shadows Apts. (Projects 13-18)</b>		
Pest Control	17	\$13,600	Replace shower walls	15	\$14,250
Cover all swamp cooler & duct	45	\$4,995	Replace sprinkler system - irrigation	1	\$10,563
Replace 70% of closet doors	35	\$2,372			
<b>Pecan Shadows Apts. 13-18</b>					
Pest Control	16	\$12,800			
Subtotal of Estimated Cost		<b>\$184,294.00</b>	Subtotal of Estimated Cost		<b>\$208,076.00</b>

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>					
Work Statement for Year <u>3</u> FFY <u>2017</u>			Work Statement for Year: <u>4</u> FFY <u>2018</u>		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
<b>Valley Vista Apts. 13-1</b>			<b>Valley Vista Apts. 13-1</b>		
Main Breaker box – sub panel	20	\$9,000	Apply seal coating	1	\$3,875
Replace main water meter box & valve	20	\$8,200	Repair Ramada where children wait for bus	1	\$4,000
Replace all int. & ext. door frames	20	\$5,000	Repl. roof turbine & attic vents	20	\$1,800
Shower walls & plumbing including sewer drain	10	25,000	Replace stoves	20	\$8,221
			<b>Valley Vista Apts. 13-2</b>		
<b>Valley Vista Apts. 13-2</b>			Apply seal coating	1	\$3,875
Apply ABC gravel in parking area	1	\$2,000	Replace washer faucets	20	\$5,000
Replace all int. & ext. door frames	20	\$5,000	<b>Valley Vista Apts. 13-5</b>		
			Apply seal coating	1	\$3,875
<b>Valley Vista Apts. 13-5</b>			Replace electrical outlets & switches	25	\$9,615
Replace complete tubs	19	\$47,500	<b>Valley Vista Apts. 13-6</b>		
Main office building roof	1	\$16,857	Apply seal coating	1	\$3,875
Shop: new shade, repair shelves & garage doors.	1	\$2,500	Replace floor tile	19	\$30,400
<b>Valley Vista Apts. 13-6</b>			Replace kit. & bathroom cabinets & counter tops	19	\$47,500
Replace exterior entry door	19	\$13,566	Replace kitchen hoods	19	\$3,135
Replace roof shingles	7	\$27,810	<b>Pecan Shadows Apts. 13-18</b>		
Install gutters	7	\$2,730	Replace refrigerators	35	\$23,906
Replace stoves	19	\$7,810	Replace stoves	35	\$14,386
<b>Moctezuma Apts. 13-9</b>			Repl. Kit & bathroom cabinets including counter tops & sink faucets	6	\$23,250
Replace main valves	17	\$3,060			
Replace sprinkler system	1	\$11,563			
	17	\$3,060			
	1	\$11,563			
Subtotal of Estimated Cost		<b>\$187,596</b>	Subtotal of Estimated Cost		<b>\$186,713.00</b>

**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year <u>5</u> FFY <u>2019</u>			Work Statement for Year: _____ FFY _____		
Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
<b>Valley Vista Apts. 13-1</b>					
Overhang roof	20	\$8,000			
Replace dryer vents	20	\$1,500			
<b>Valley Vista Apts. 13-5</b>					
Replace entry doors	25	\$17,850			
Replace sprinklers system	1	\$11,583			
<b>Valley Vista Apts. 13-6</b>					
Replace washer faucets	19	\$4,750			
Replace dryer vents	19	\$1,425			
Replace main valves	19	\$7,790			
Replace sprinklers system	1	\$11,583			
<b>Moctezuma Apts. 13-9</b>					
Apply seal coating	1	\$4,300			
Replace floor tile	25	\$76,250			
<b>Pecan Shadows Apts. 13-18</b>					
Replace closet doors & frames	140	\$9,486			
Repl kit & bthrm cabinets including counter tops & sink faucets	6	\$23,250			
Apply seal coating	1	\$4,500			
Subtotal of Estimated Cost		<b>\$182,267.00</b>	Subtotal of Estimated Cost		

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY <u>2015</u>	Work Statement for Year <u>2</u> FFY <u>2016</u>		Work Statement for Year: <u>3</u> FFY <u>2017</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	Valley Vista 13-1, 2, 5, 6		Valley Vista 13-1,2,5,6	
	Install New Telephone System	\$30,000	Replace Office Computer System/Software	\$25,000
	Subtotal of Estimated Cost	\$30,000	Subtotal of Estimated Cost	\$25,000

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# ATTACHMENT “D”

## STATEMENT OF FINANCIAL RESOURCES OPERATING BUDGET

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2014 grants)</b>		
a) Public Housing Operating Fund	640,268	Operations
b) Public Housing Capital Fund	259,294	PH Capital Improvements
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	56,000	Public Housing FSS Program Operations
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>Housing Choice Voucher (HCV)</b>	2,151,356	HCV HAP
<b>FSS Coordinator Grant</b>	56,000	Sec 8 FSS Program
<b>HCV Administrative Fees</b>	277,964	Operations
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	286,608	Operations
<b>4. Other income (list below)</b>		
Fraud/Recovery Collection-Sec 8	5,460	Operations
Misc Tenant charges	7,518	Operations
Sec 8 Portable Admin Fees	18,768	Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>3,703,236</b>	

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 12/31/2012)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 8(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: YUMA COUNTY HOUSING DEPT.

PHA Code: AZ013

PHA Fiscal Year Beginning: 07/01/2014

Board Resolution Number: Resolution No. 2014-17

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

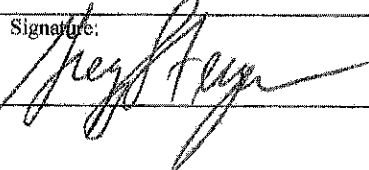
- ☒ Operating Budget approved by Board resolution on: 06/16/2014
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: GREGORY S. FERGUSON, CHAIRMAN	Signature: 	Date: 06/16/2014
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Previous editions are obsolete

form HUD-52574 (08/2005)

# Operating Budget

## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3800 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026) Washington, D.C. 20503. Do not send this completed form to either of the above addresses.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____		b. Fiscal Year Ending JUNE 30, 2015	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo <input type="checkbox"/> Other (Specify) _____		d. Type of HUD assisted Project(s) 01 <input checked="" type="checkbox"/> PHA/PIA-Owned Rental Hsg 02 <input type="checkbox"/> IHA-Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/PIA Leased Rental Hsg 04 <input type="checkbox"/> PHA/PIA-Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/PIA Leased Homeownership			
e. Name of Public Housing Agency/Indian Housing Authority (IHA) YUMA COUNTY HOUSING DEPARTMENT								
f. Address (city, State, zip code) 8450 W. HIGHWAY 95, SUITE 88 SOMERTON, AZ 85350								
g. ACC Number SF-1784		h. PAS/LOCCS Proj No. AZ013006013D			i. HUD Field Office PHOENIX, AZ			
j. No. of Dwelling units 159		k. No. of Unit months 1908		l. No. of Projects 13-1,2,5,8,9,18				
Line No.	Accr. No.	Description (1)	Actuals last Fiscal Yr. 2013 PUM (2)	Estimates or Actual Current Budget Yr. 2014 PUM (3)	2016 Requested Budget Estimates			
					PHA/PIA Estimates		PHA Revised	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount to nearest \$10
<b>Homobuyers Monthly Payments for:</b>								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010,020, and 030)							
<b>Operating Receipts</b>								
060	3110	Dwelling Rental	147.78	150.21	150.21	288,808	0.00	
070	3120	Excess Utilities	-			-		
080	3190	Nondwelling Rental	-			-		
090	Total Rental Income (sum of lines 060, 070, 080)							
			147.78	150.21	150.21	288,808	0.00	0
100	3610	Int on Gen Fund Investment	0.01	0.05	0.05	100	0.00	
130	3690	Other Inc	4.89	5.50	13.31	25,390	0.00	
140	Total Operating Income (090+100+130)							
			152.48	155.77	163.57	312,098	0.00	0
<b>Operating Expenditures-Administration</b>								
180	4110	Administrative Salaries	79.77	117.10	80.39	153,388	0.00	
190	4182	Empl Benefit Contrib - Admin	37.53	28.09	48.78	93,037	0.00	
200	4140	Staff Training	0.79	1.91	2.40	4,574	0.00	
210	4150	Travel	2.20	3.43	3.01	5,752	0.00	
221	4171	Auditing Fees	1.18	1.36	1.36	2,600	0.00	
230	4190	Other Administrative Expenses	15.86	14.35	16.07	30,883	0.00	
231	4195	Outside Management Fees (Indirect Cost)	27.75	28.40	34.66	68,130	0.00	
240	Total Admin Expenses (sum of lines 180 thru 231)							
			163.08	192.65	186.66	356,144	0.00	0
<b>Tenant Services:</b>								
250	4210	Salaries	35.78	26.44	29.35	56,000	29.35	0
260	4220	Recreation, Pubs, & Oth Servs	0.20	-	0.00	-	0.00	
270	Resident Participation Activities		2.39	2.06	2.06	3,939	0.00	
280	Total Tenant Services (lines 250+260+270)							
			38.37	28.51	31.41	59,939	0.00	0
<b>Utilities:</b>								
290	4310	Water	88.84	72.09	72.09	137,655	0.00	
300	4320	Elec	22.70	21.81	21.81	41,806	0.00	
310	4330	Gas	-	-	0.00	-	0.00	
320	4340	Fuel	-	-	0.00	-	0.00	0
330	4350	Labor	-	-	0.00	-	0.00	0
340	4390	Other Util Exp	63.67	49.68	49.68	94,744	0.00	
350	Total Utilities Exp (sum of line 290 thru 340)							
			154.62	143.56	143.56	273,905	0.00	0

Name of PHA/HA  
YUMA COUNTY HOUSING DEPARTMENT

Fiscal Year Ending  
JUNE 30, 2015

Line No.	Acct. No.	Description (1)	Actuals	Estimates or Actual Current Budg Yr. 2014 PUM (8)	2015 Requested Budget Estimates		
			Last Fiscal Yr. 20 13 PUM (2)		PHA/HA Estimates		HUD Modifications
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6) Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation:							
360	4410	Labor	96.45	72.94	78.17	146,144	0.00
370	4420	Materials	25.13	30.63	29.55	66,366	0.00
380	4430	Contract Costs	28.81	11.42	12.90	24,612	0.00
381	4431	Garbage and Trash Removal	13.83	12.81	12.40	23,668	0.00
390	Total Ordinary Maintenance & Operation Exp (Lines 360 to 381)		161.82	127.80	133.02	253,609	0.00
Protective Services:							
400	4460	Labor		-	0.00	-	
410	4470	Materials		2.02	0.00		
420	4480	Protective Services - Alarm/Security	0.77	1.07	1.07	2,034	0.00
430	Total Protective Services Exp (lines 400 to 420)		0.77	3.09	1.07	2,034	0.00
General Expense:							
440	4510	Insurance	8.80	13.31	16.70	31,872	0.00
450	4520	Pymts in Lieu of Taxes	-	2.18	0.00	-	0.00
460	4120	Compensated Absences	-	-	0.00	-	0.00
470	4433	Employee Benefit Contribution - Maint	46.80	58.88	37.40	71,364	0.00
480	4570	Collection Losses	2.15	-	0.00	-	0.00
500	4580	Other General Expense -	0.14	-	0.00	-	0.00
510	Total General Expense (sum 440 to 500)		58.89	73.87	54.11	103,236	0.00
620	Total Routine Expense (lines 240, 280, 350, 390, 430 and 510)		579.65	569.47	549.83	1,049,067	0.00
Rent for Leased Dwellings:							
560	4710	Rents to Owners of leased dwellings				-	0.00
670	Total Operating Expense (lines 620 and 560)		579.65	569.47	549.83	1,049,067	0.00
Nonroutine Expenditures:							
530	4910	Extraordinary Maintenance	-				0.00
580	7520	Replace Nonexp Equipment	-	9.47	5.22	9,964	0.00
590	7540	Property Betterments & additions	-	-	0.00		0.00
610	Total Nonroutine Expenditures (lines 530 to 590)		-	9.08	5.22	9,964	0.00
620	Total Operating Expenditures (lines 570 and 610)		579.65	578.55	555.05	1,059,031	0.00
Prior Year Adjustments:							
630	6010	Prior Year Adjustments Affecting Residual Receipts		-	0.00	-	0.00
Other Expenditures:							
640	Deposits in Rental Debt Service Account						0.00
670	Total Operating Expenditures, includ prior year adjustments and other expenditures (line 620 +/- line 630 plus line 640)		579.65	578.55	555.05	1,059,031	0.00
680	Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 140 minus line 670)		(427.17)	(422.78)	(391.47)	(746,933)	0.00
HUD Contributions:							
690	8010	Basic Annual Contribution Earned-Leased Proj Cur Yr					0.00
710	Total Basic Annual Contribution (line 690 +/- line 700)		-			-	0.00
720	8020	Contrib Earned-PFS CY2013 (before year end adj)	354.02	326.18	292.19	657,500	0.00
720	8020	Contrib Earned-PFS	36.41	29.35	29.35	56,000	0.00
730	Transfer from Capital Funds		52.01	32.55	32.55	62,100	0.00
740	Other (specify):				-		0.00
760	Total Year-End Adjustments/Other (+/- lines 730 to 740)		0.77		32.55	62,100	0.00
760	8020	Total Operating Subsidy-Cur Yr (line 720 +/- line 750)	443.20	388.07	354.09	675,600	0.00
770	Total HUD Contributions (710 and 760)		443.20	388.07	354.09	675,600	0.00
780	Residual Receipts (or Deficit) (sum of line 680 plus line 770)		16.02	(34.71)	(37.39)	(71,333)	0.00
	Enter here and on line 820		30,571.96	(98,229.00)			

Name of PHA/IHA  
YUMA COUNTY HOUSING DEPARTMENT

Fiscal Year Ending June 30, 2015

Operating Reserve		PHA/IHA Estimates	HUD Modifications
740	2821	<b>Part I - Maximum Operating Reserve - End of Current Budget Year</b> PHA/IHA - Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	
<b>Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End</b>			
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): 6/30/13	293,539
800		Provision for Operating Reserves - Current Budget Year (check one)	
	<input checked="" type="checkbox"/>	Estimated for FYE 6/30/14	
	<input type="checkbox"/>	Actual for FYE 6/30/13	(28,419)
810		Operating Reserve at End of Current Budget Year (check one)	
	<input checked="" type="checkbox"/>	Estimated for FYE 6/30/14	265,120
	<input type="checkbox"/>	Actual for FYE	
820		Provision for Operating Reserve - Requested Budget Year Estimated for FYE 2015 Enter Amount from Line 780	(71,333)
830		Operating Reserve at End of Requested Budget Year Estimated for FYE 2015 (Sum of Line 810 and 820)	193,787
840			

PHA/IHA Approval Name GLORIA MALLEK

Title DIRECTOR

Signature Gloria A. Mallek

Date 5/12/2014

Field Office Approval Name N/A

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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# ATTACHMENT “E”

**EQUAL OPPORTUNITY AND AFFIRMATIVELY  
FURTHER FAIR HOUSING**

## AFFIRMATIVE ACTIONS TO FURTHER FAIR HOUSING

It is the policy of the Yuma county Housing Department to continue affirmative measures to ensure a suitable living environment for families living in assisted housing, regardless of their race, color, religion, national origin, sex, familial status, and/or disability. To alleviate or eliminate the impediments to Fair Housing choice, Yuma County Housing Department will continue outreach and education efforts to promote affordable housing and sponsor events that informs and support affordable housing.

To promote Fair Housing rights and Fair Housing choice, Yuma County Housing Department will continue to increase outreach and education to applicants, residents, landlords, and the public at large. Such information will continue to be made available, including all applicable Fair Housing Information and Discrimination Complaint Forms. In addition, the Housing Department will also assist in completing the forms and provide the address of the nearest HUD office of Fair Housing. We will continue to provide information about housing opportunities to applicants, residents, and the public at large for Fair Housing rights and Fair Housing choice by conducting or participating in Fair Housing events, distributing out booklets, and other Fair Housing related activities.

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# ATTACHMENT “F”

***VAWA REAUTHORIZATION ACT OF 2013***

## **PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY**

### **16-IX.A. OVERVIEW**

The Violence against Women Act of 2005 (VAWA) provides special protections for victims of domestic violence, dating violence, and stalking who are applying for or receiving assistance under the housing choice voucher (HCV) program. VAWA 2013 expands protections to victims of sexual assault. If your state or local laws provide greater protection for such victims, those laws take precedence over VAWA.

In addition to definitions of key terms used in VAWA, this part contains general VAWA requirements and PHA policies in three areas: notification, documentation, and confidentiality. Specific VAWA requirements and PHA policies are located primarily in the following sections: 3-I.C, “Family Breakup and Remaining Member of Tenant Family”; 3-III.G, “Prohibition against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking”; 10-I.A, “Allowable Moves”; 10-I.B, “Restrictions on Moves”; 12-II.E, “Terminations Related to Domestic Violence, Dating Violence, or Stalking”; and 12-II.F, “Termination Notice.”

### **16-IX.B. DEFINITIONS [24 CFR 5.2003]**

As used in VAWA:

- The term *bifurcate* means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members’ lease and occupancy rights are allowed to remain intact.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- The term *affiliated individual* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other individual, tenant, or lawful occupant living in the household of that individual.
- The term *sexual assault* refers to a statutory offense that provides that is a crime to knowingly cause another person to engage in an unwanted sexual act for force or threat.:

- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

#### **16-IX.C. NOTIFICATION [24 CFR 5.2005(a)]**

**VAWA 2013** expands the notification requirements to require that PHAs provide notice when a person is denied of assistance, when a person is admitted, and when a tenant is notified of eviction or termination of housing benefits, and to require that the notice be provided together with form HUD-50066.

Additionally, until such time that HUD develops the notice of rights that PHAs are required to provide applicants/participants, PHAs must continue to use the notice of rights they already provide to tenants per 24CFR5.2005(a)(1)

#### **Notification to Public**

The PHA adopts the following policy to help ensure that all actual and potential beneficiaries of its HCV program are aware of their rights under VAWA.

##### PHA Policy

The PHA will post the following information regarding VAWA in its offices and on its Web site. It will also make the information readily available to anyone who requests it.

A summary of the rights and protections provided by VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, or stalking (see sample notices in Exhibits 16-1 and 16-2)

The definitions of *domestic violence*, *dating violence*, sexual assault and *stalking* provided in VAWA (included in Exhibits 16-1 and 16-2)

An explanation of the documentation that the PHA may require from an individual who claims the protections provided by VAWA (included in Exhibits 16-1 and 16-2)

A copy of form HUD-50066, Certification of Domestic Violence, Dating Violence, or Stalking

A statement of the PHA's obligation to keep confidential any information that it receives from a victim unless (a) the PHA has the victim's written permission to release the information, (b) it needs to use the information in an eviction proceeding, or (c) it is compelled by law to release the information (included in Exhibits 16-1 and 16-2)

The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)

Contact information for local victim advocacy groups or service providers

**Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)]**

PHAs are required to inform program participants of their rights under VAWA, including their right to confidentiality and the limits thereof. Since VAWA provides protections for applicants as well as participants, PHAs may elect to provide the same information to applicants.

PHA Policy

The PHA will provide all applicants with information about VAWA at the time they request an application for housing assistance. The PHA will also include information about VAWA in all notices of denial of assistance (see section 3-III.G).

The PHA will provide all participants with information about VAWA at the time of admission (see section 5-I.B) and at annual reexamination. The PHA will also include information about VAWA in notices of termination of assistance, as provided in section 12-II.F.

The VAWA information provided to applicants and participants will consist of the notice in Exhibit 16-1 and a copy of form HUD-50066, Certification of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.

**Notification to Owners and Managers [24 CFR 5.2005(a)(2)]**

PHAs are required to notify owners and managers participating in the HCV program of their rights and obligations under VAWA.

PHA Policy

The PHA will provide owners and managers with information about their rights and obligations under VAWA when they begin their participation in the HCV program and at least annually thereafter. The PHA may utilize any or all of the following means to notify owners of their VAWA responsibilities:

As appropriate in day to day interactions with owners and managers.

Quarterly landlord meetings/workshops.

**16-IX.D. DOCUMENTATION [24 CFR 5.2007]**

A PHA presented with a claim for initial or continued assistance based on status as a victim of domestic violence, dating violence, sexual assault, stalking, or criminal activity related to any of these forms of abuse may—but is not required to—request that the individual making the claim document the abuse. Any request for documentation must be in writing, and the individual must be allowed at least 14 business days after receipt of the request to submit the documentation. The PHA may extend this time period at its discretion. [24 CFR 5.2007(a)]

The individual may satisfy the PHA's request by providing any one of the following three forms of documentation [24 CFR 5.2007(b)]:

- (1) A completed and signed HUD-approved certification form (HUD-50066, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), which must include the name of the perpetrator
- (2) A federal, state, tribal, territorial, or local police report or court record
- (3) Documentation signed by a person who has assisted the victim in addressing domestic violence, dating violence, or stalking, sexual assault, or the effects of such abuse. This person

may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical professional. The person signing the documentation must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incidents of abuse. The victim must also sign the documentation.

The PHA may not require third-party documentation (forms 2 and 3) in addition to certification (form 1), except as specified below under "Conflicting Documentation," nor may it require certification in addition to third-party documentation [VAWA final rule].

#### PHA Policy

Any request for documentation of domestic violence, dating violence, sexual assault, or stalking will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.

The PHA may, in its discretion, extend the deadline for 10 business days. Any extension granted by the PHA will be in writing.

#### **Conflicting Documentation [24 CFR 5.2007(e)]**

In cases where the PHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described above (forms 2 and 3). The PHA must honor any court orders issued to protect the victim or to address the distribution of property.

#### PHA Policy

If presented with conflicting certification documents (two or more forms HUD-50066) from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(b)(2) or (3) and by following any HUD guidance on how such determinations should be made.

#### **Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]**

The PHA has the discretion to provide benefits to an individual based solely on the individual's statement or other corroborating evidence—i.e., without requiring formal documentation of abuse in accordance with 24 CFR 5.2007(b).

#### PHA Policy

If the PHA accepts an individual's statement or other corroborating evidence of domestic violence, dating violence, or stalking, the PHA will document acceptance of the statement or evidence in the individual's file.

#### **Failure to Provide Documentation [24 CFR 5.2007(c)]**

In order to deny relief for protection under VAWA, a PHA must provide the individual requesting relief with a written request for documentation of abuse. If the individual fails to provide the documentation within 14 business days from the date of receipt, or such longer time as the PHA may allow, the PHA may deny relief for protection under VAWA.

## **16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)]**

All information provided to the PHA regarding domestic violence, dating violence, sexual assault, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence. This means that the PHA (1) may not enter the information into any shared database, (2) may not allow employees or others to access the information unless they are explicitly authorized to do so and have a need to know the information for purposes of their work, and (3) may not provide the information to any other entity or individual, except to the extent that the disclosure is (a) requested or consented to by the individual in writing, (b) required for use in an eviction proceeding, or (c) otherwise required by applicable law.

### PHA Policy

If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the PHA will inform the victim before disclosure occurs so that safety risks can be identified and addressed.

<b>EXHIBIT 16-1: SAMPLE NOTICE TO HOUSING CHOICE VOUCHER APPLICANTS AND TENANTS REGARDING THE VIOLENCE AGAINST WOMEN ACT (VAWA)</b>
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*This sample notice was adapted from a notice prepared by the National Housing Law Project.*

A federal law that went into effect in 2006 protects individuals who are victims of domestic violence, dating violence, and stalking. The name of the law is the Violence against Women Act, or “VAWA.” On March 7, 2013, President Obama signed into law the Violence Against Women Reauthorization Act of 2013 (VAWA 2013) which expanded housing protections to victims of sexual assault and implemented several key changes related to housing protections for victims of domestic violence, dating violence, sexual assault or stalking. This notice explains your rights under VAWA.

### **Protections for Victims**

If you are eligible for a Section 8 voucher, the housing authority cannot deny you rental assistance solely because you are a victim of domestic violence, dating violence, sexual assault, or stalking.

If you are the victim of domestic violence, dating violence, sexual assault, or stalking, you cannot be terminated from the Section 8 program or evicted based on acts or threats of violence committed against you. Also, criminal acts directly related to the domestic violence, dating violence, or stalking that are caused by a member of your household or a guest can’t be the reason for evicting you or terminating your rental assistance if you were the victim of the abuse.

### **Reasons You Can Be Evicted**

You can be evicted and your rental assistance can be terminated if the housing authority or your landlord can show there is an *actual* and *imminent* (immediate) threat to other tenants or employees at the property if you remain in your housing. Also, you can be evicted and your rental assistance can be terminated for serious or repeated lease violations that are not related to the domestic violence, dating violence, sexual assault, or stalking committed against you. The housing authority and your landlord cannot hold you to a more demanding set of rules than it applies to tenants who are not victims.

### **Removing the Abuser from the Household**

Your landlord may split the lease to evict a tenant who has committed criminal acts of violence against family members or others, while allowing the victim and other household members to stay in the assisted unit. Also, the housing authority can terminate the abuser’s Section 8 rental assistance while allowing you to continue to receive assistance. If the landlord or housing

authority chooses to remove the abuser, it may not take away the remaining tenants' rights to the unit or otherwise punish the remaining tenants. In removing the abuser from the household, your landlord must follow federal, state, and local eviction procedures.

### **Moving to Protect Your Safety**

The housing authority may permit you to move and still keep your rental assistance, even if your current lease has not yet expired. The housing authority may require that you be current on your rent or other obligations in the housing choice voucher program. The housing authority may ask you to provide proof that you are moving because of incidences of abuse.

### **Proving That You Are a Victim of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

The housing authority and your landlord can ask you to prove or "certify" that you are a victim of domestic violence, dating violence, sexual assault, or stalking. The housing authority or your landlord must give you at least 14 business days (i.e., Saturdays, Sundays, and holidays do not count) to provide this proof. The housing authority and your landlord are free to extend the deadline. There are three ways you can prove that you are a victim:

- Complete the certification form given to you by the housing authority or your landlord. The form will ask for your name, the name of your abuser, the abuser's relationship to you, the date, time, and location of the incident of violence, and a description of the violence.
- Provide a statement from a victim service provider, attorney, or medical professional who has helped you address incidents of domestic violence, dating violence, or stalking. The professional must state that he or she believes that the incidents of abuse are real. Both you and the professional must sign the statement, and both of you must state that you are signing "under penalty of perjury."
- Provide a police or court record, such as a protective order.

If you fail to provide one of these documents within the required time, the landlord may evict you, and the housing authority may terminate your rental assistance.

### **Confidentiality**

The housing authority and your landlord must keep confidential any information you provide about the violence against you, unless:

- You give written permission to the housing authority or your landlord to release the information.
- Your landlord needs to use the information in an eviction proceeding, such as to evict your abuser.
- A law requires the housing authority or your landlord to release the information.

If release of the information would put your safety at risk, you should inform the housing authority and your landlord.

### **VAWA and Other Laws**

VAWA does not limit the housing authority's or your landlord's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

VAWA does not replace any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

**For Additional Information**

If you have any questions regarding VAWA, please contact \_\_\_\_\_ at \_\_\_\_\_.

For help and advice on escaping an abusive relationship, call the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY).

**Definitions**

For purposes of determining whether a tenant may be covered by VAWA, the following list of definitions applies:

VAWA defines *domestic violence* to include felony or misdemeanor crimes of violence committed by any of the following:

- A current or former spouse of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

VAWA defines *dating violence* as violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim AND (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

VAWA 2013 refers *sexual assault* as an statutory offense that provides that it is a crime to knowingly cause another person to engage in an unwanted sexual act by force or threat.

VAWA defines *stalking* as (A)(i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person OR (ii) to place under surveillance with the intent to kill, injure, harass, or intimidate another person AND (B) in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person, (ii) a member of the immediate family of that person, or (iii) the spouse or intimate partner of that person.

<b>EXHIBIT 16-2: SAMPLE NOTICE TO HOUSING CHOICE VOUCHER OWNERS AND MANAGERS REGARDING THE VIOLENCE AGAINST WOMEN ACT (VAWA)</b>
--

*This sample notice was adapted from a notice prepared by the National Housing Law Project.*

A federal law that went into effect in 2006 protects individuals who are victims of domestic violence, dating violence, and stalking. The name of the law is the Violence against Women Act, or “VAWA.” VAWA 2013 expands housing protections to victims of sexual assault. This notice explains your obligations under VAWA.

**Protections for Victims**

You cannot refuse to rent to an applicant solely because he or she is a victim of domestic violence, dating violence, sexual assault or stalking.

You cannot evict a tenant who is the victim of domestic violence, dating violence, sexual assault, or stalking based on acts or threats of violence committed against the victim. Also, criminal acts directly related to the domestic violence, dating violence, sexual assault, or stalking that are caused by a household member or guest cannot be cause for evicting the victim of the abuse.

**Permissible Evictions**

You can evict a victim of domestic violence, dating violence, sexual assault, or stalking if you can demonstrate that there is an *actual and imminent* (immediate) threat to other tenants or employees at the property if the victim is not evicted. Also, you may evict a victim for serious or repeated lease violations that are not related to the domestic violence, dating violence, sexual assault, or stalking. You cannot hold a victim of domestic violence, dating violence, sexual assault, or stalking to a more demanding standard than you hold tenants who are not victims.

**Removing the Abuser from the Household**

You may bifurcate (split) the lease to evict a tenant who has committed criminal acts of violence against family members or others, while allowing the victim and other household members to stay in the unit. If you choose to remove the abuser, you may not take away the remaining tenants’ rights to the unit or otherwise punish the remaining tenants. In removing the abuser from the household, you must follow federal, state, and local eviction procedures.

**Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

If a tenant asserts VAWA’s protections, you can ask the tenant to certify that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking. You are not required to demand official documentation and may rely upon the victim’s statement alone. If you choose to request certification, you must do so in writing and give the tenant at least 14 business days to provide documentation. You are free to extend this deadline. A tenant can certify that he or she is a victim by providing any one of the following three documents:

A completed, signed HUD-approved certification form. The most recent form is HUD-50066.

This form is available at the housing authority or online at

<http://www.hud.gov/offices/adm/hudclips/>.

A statement from a victim service provider, attorney, or medical professional who has helped the victim address incidents of domestic violence, dating violence, sexual assault, or stalking.

The professional must state that he or she believes that the incidents of abuse are real. Both the victim and the professional must sign the statement under penalty of perjury.

A police or court record, such as a protective order.

If the tenant fails to provide one of these documents within 14 business days, you may evict the tenant if authorized by otherwise applicable law and lease provisions.

## **Confidentiality**

You must keep confidential any information a tenant provides to certify that he or she is a victim of domestic violence, dating violence, or stalking. You cannot enter the information into a shared database or reveal it to outside entities unless:

- The tenant provides written permission releasing the information.
- The information is required for use in an eviction proceeding, such as to evict the abuser.
- Release of the information is otherwise required by law.

The victim should inform you if the release of the information would put his or her safety at risk.

## **VAWA and Other Laws**

VAWA does not limit your obligation to honor court orders regarding access to or control of the property. This includes orders issued to protect the victim and orders dividing property among household members in cases where a family breaks up.

VAWA does not replace any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, or stalking.

## **Additional Information**

- If you have any questions regarding VAWA, please contact \_\_\_\_\_.

HUD Notice PIH 2006-42 contains detailed information regarding VAWA's certification requirements. The notice is available at <http://www.hud.gov/offices/adm/hudclips/>.

For a discussion of VAWA's housing provisions, see the preamble to the final VAWA rule, which is available at <http://www.gpo.gov/fdsys/pkg/FR-2010-10-27/pdf/2010-26914.pdf>.

## **Definitions**

For purposes of determining whether a tenant may be covered by VAWA, the following list of definitions applies:

VAWA defines *domestic violence* to include felony or misdemeanor crimes of violence committed by any of the following:

- A current or former spouse of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

VAWA defines *dating violence* as violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim AND (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

VAWA 2013 refers *sexual assault* to a statutory offense that provides that it is a crime to knowingly cause another person to engage in an unwanted sexual act by force or threat.

VAWA defines *stalking* as (A)(i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person OR (ii) to place under surveillance with the intent to kill, injure, harass, or intimidate another person AND (B) in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person, (ii) a member of the immediate family of that person, or (iii) the spouse or intimate partner of that person.

---

# ATTACHMENT “G”

## **AGENCY PLAN-RESOLUTIONS AND CERTIFICATIONS**

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the   X   5-Year and/or   X   Annual PHA Plan for the PHA fiscal year beginning   2015  , hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

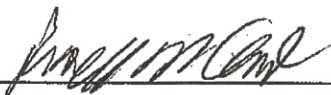
YUMA COUNTY HOUSING DEPARTMENT  
PHA Name

AZ013  
PHA Number/HA Code

X 5-Year PHA Plan for Fiscal Years 20 15 - 20 19

X Annual PHA Plan for Fiscal Years 20 15 - 20 16

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)**

Name of Authorized Official	Title
RUSSELL McCLOUD	CHAIRMAN, HOUSING BOARD/YUMA COUNTY
Signature	Date
	February 17, 2015

**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

RUSSELL McCLOUD

AZ013

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

RUSSELL McCLOUD

Title

CHAIRMAN, HOUSING BOARD/YUMA  
COUNTY

Signature



Date

February 17, 2015

# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name

YUMA COUNTY HOUSING DEPARTMENT

Program/Activity Receiving Federal Grant Funding

LOW RENT PUBLIC HOUSING; HOUSING CHOICE VOUCHER

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

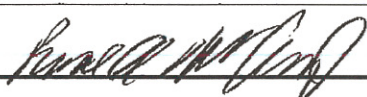
Name of Authorized Official

RUSSELL McCLOUD

Title

CHAIRMAN, HOUSING BOARD/YUMA COUNTY

Signature

X 

Date

12/17/2015

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

YUMA COUNTY HOUSING DEPARTMENT

Program/Activity Receiving Federal Grant Funding

LOW RENT PUBLIC HOUSING; HOUSING CHOICE VOUCHER

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

RUSSELL McCLOUD

Title

CHAIRMAN, HOUSING BOARD/YUMA COUNTY

Signature




Date (mm/dd/yyyy)

12/17/2015

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:		
<b>6. Federal Department/Agency:</b>			<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: <u>RUSSELL MC CLOUD</u> Title: <u>CHAIRMAN, HOUSING BOARD/YUMA COUNTY</u> Telephone No.: <u>(928) 373-1010</u> Date: <u>12/17/15</u>		
<b>Federal Use Only:</b>				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Andrew Rael the Asst Deputy Dir of Programs certify that the Five Year and  
Annual PHA Plan of the Yuma County Housing Department is consistent with the Consolidated Plan of  
State of Arizona prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

OFFICE OF THE  
BOARD OF SUPERVISORS  
198 Main Street  
Yuma, Arizona 85364

ROBERT L. PICKELS, JR.  
COUNTY ADMINISTRATOR  
CLERK OF THE BOARD



LENORE LOROÑA STUART  
DISTRICT 1  
RUSSELL McCLOUD  
DISTRICT 2  
RUSSELL T. (RUSS) CLARK  
DISTRICT 3  
MARCO A. (TONY) REYES  
DISTRICT 4  
GREGORY S. (GREG) FERGUSON  
DISTRICT 5

STATE OF ARIZONA)

ss.

COUNTY OF YUMA)

I, Robert L. Pickels, Jr., Clerk of the Board of Supervisors, do hereby certify that I am required by law to maintain custody of the minutes of the Yuma County Board of Supervisors, and that the following is a true and correct copy of the portion of the minutes of the Board of Supervisors' meeting held April 6, 2015.

HOUSING BOARD:

At 10:17 a.m. the Chairman recessed the Yuma County Board of Supervisors and convened the Yuma County Housing Board.

No. 1. Housing: Conduct a Public Hearing to receive public comment on the Yuma County Housing Department Public Housing Agency Annual Plan for Fiscal Year 2015 and the 5-Year Plan for 2015-2019.

Ms. De los Reyes announced she was present on behalf of Housing Director Gloria Mallek.

There were no comments at the public hearing.

Supervisor Ferguson recognized that Housing Board Member Teresa Reyes was not present.

No legal action was required.

At 10:19 a.m. the Chairman adjourned the Yuma County Housing Board and reconvened the Yuma County Board of Supervisors in Regular Session.



In Witness Whereof, I have hereunto set my hand and affixed the Official Seal of the Board of Supervisors. Done at Yuma, the County Seat, this 8<sup>th</sup> day of April, 2015

A blue ink signature of Robert L. Pickels, Jr. is written over a horizontal line.

ROBERT L. PICKELS, JR.  
County Administrator/Clerk of the Board

RLP/ycd

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# ATTACHMENT “H”

## RESIDENT ADVISORY BOARD



**Yuma County  
Yuma, Arizona**

OFFICE OF THE  
**YUMA COUNTY HOUSING DEPARTMENT**  
8450 WEST HIGHWAY 95, SUITE 88  
SOMERTON, ARIZONA 85350-2534  
PHONE (928) 627-8828 X TDD 1-800-545-1833 Ext. 705 X FAX (928) 627-8715

**GLORIA D. MALLEK**  
DIRECTOR

**TO:** Maria Cenicerros, RC President (Presidente)  
**PARA:** Celia Garcia, RC Treasurer (Tesorero)  
Aracely Yanez, RC Secretary (Secretaria)

**FROM:** Maria De Los Reyes, Housing Program Coordinator *Maria De Los Reyes*  
**DE PARTE DE:** Maria De Los Reyes, Coordinadora del Programa de Vivienda

**SUBJECT:** Resident Advisory Board Meeting to review the Low Rent Public Housing Admissions and Continued Occupancy Policy (ACOP), for the YCHD and the Public Housing Agency Annual Plan for Fiscal Year 2015

**TEMA:** Junta del YCHD Concilio Asesor Central de Residentes para revisar las polizas de Admision en Vivienda Publica, Plan Administrativo del Programa y el Plan de Vivienda Publica de la Agencia año Fiscal 2015.

**DATE:** January 08, 2015  
**FECHA:** 08 de Enero del 2015

---

Please plan to attend the Resident Advisory Board Meeting scheduled for **Thursday, February 19 2015 at 10:00 a.m.** at the Barry Norman Career Center at 8450 W. Highway 95, Somerton, Arizona 85350, to review the Low Rent Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Administrative Plan for the YCHD and the Public Housing Agency Annual Plan for Fiscal Year 2015

Thank you.

\*\*\*\*\*

Favor de asistir a la cita el día **Jueves 19 de Febrero del 2015 a las 10:00 a.m.** en la sala de conferencias de Barry Norman ubicado en 8450 W. Highway 95, Somerton, Arizona 85350, las polizas de Admision en Vivienda Publica, Plan Administrativo del Programa Section 8 y el Plan de Vivienda Publica de la Agencia año Fiscal 2015.

Gracias.



**MINUTES**  
**RESIDENT ADVISORY BOARD MEETING**  
**February 19, 2015**  
**10:00am**

MEMBERS PRESENT:      Maria Cenicerros-President  
                                 Vacant , Vice-President  
                                 Celia Garcia, Treasurer  
                                 Aracely Yanez, Secretary  
                                 Maria De Los Reyes, Housing Program Coordinator

1.      Call to order by Maria De Los Reyes at 10:00 a.m.

**TOPICS DISCUSSED:**

1.      Review and Approve the YCHD amended Section 8 Administrative Plan for the Voucher Program is amended to comply with the most recent federal regulation.
2.      Review and Approve the YCHD amended Low Rent Public Housing Program Admissions and Continued Occupancy Policy (ACOP) is amended to include the most recent federal regulations.
3.      Review and Approve the Public Housing Agency Annual Plan 2015 is amended to include the most recent federal regulations.

**DISCUSSION:**

1.      **Review and approved-YCHD amended Section 8 Administrative Plan:** Maria introduced the amended Section 8 Administrative Plan to the Resident Council Members. Resident Council Members approved the plan with no recommendations.
2.      **Review and approved-YCHD amended Low Rent Public Housing Program Admissions and Continued Occupancy Policy (ACOP):** Maria introduced the ACOP Plan to the Resident Council Members. Resident Council Members approved the plan with no recommendations.
3.      **Review and Approved- Public Housing Agency Annual Plan 2015:** Maria presented the Annual Plan 2015 to the Resident Council Members. The members approved the Plan with the following recommendations.

**See Attachment A**

The new innovative approach to obtain additional feedback from tenants residing at Pecan Shadows, Valley Vista and Moctezuma is by distributing an Annual Customer & Housing Needs Survey to every tenant. The idea was approved by the Resident Council and Yuma County Housing Department. The tenants are able to measure our customer service and housing needs by answering 4 housing questions and 4 customer service questions. Please see the chart below for results and recommendations to improve and make significant changes to offer better customer service and meet housing needs.

**1.) Moctezuma Apartments:**

- a.) The Resident Advisory Council recommends improving the current Security Camera System to a more effective and advanced system.
- b.) Tenants are requesting more lighting around the complex.

**2.) Valley Vista Apartments.**

- a.) The Resident Advisory Council recommends improving the current Security Camera System to a more effective and advanced system.
- b.) Tenants are requesting more lighting around the complex.

**3.) Pecan Shadows.**

- a.) The Resident Advisory Council recommends improving the current Security Camera System to a more effective and advanced system. The Resident Council continues encouraging tenants to report any criminal acts to Yuma County Housing Department and to call the City of Yuma Police Department or at least to call the Anonymous Crime Tip Hotline.
- b.) Tenants are requesting more lighting around the complex.

## HOUSING NEEDS RESULTS

1.) Overall, how do you feel about your present housing situation?	
Very Satisfied	3
Satisfied	26
Neither satisfied nor dissatisfied	2
Very dissatisfied	3

2.) Please rate the following aspects of your living environment:					
	E	VG	G	F	P
Unit structural condition	1	3	28	1	1
Exterior appearance of unit	2	3	27	1	1
Accessibility to the exterior	3	7	23	1	
Adequate Air Conditioning	3	2	26	1	2
Sanitation and safety	2		15	13	4
Security from crime	1		15	8	10
Quality of neighborhood	1	1	16	15	1
Quality of appliances	3	3	23	3	2
E=Excellent    VG=Very Good    G=Good    F=Fair    P=Poor					

3.) Which one best describes the condition of your home?	
Excellent, no repairs needed	5
Good, only a few minor repairs needed	25
Adequate, needs many, but mostly minor repairs	3
Poor, needs major repairs	1

4.) Overall, how do you feel about our current policies?	
Strongly agree	3
Agree	27
Disagree	2
Strongly disagree	2

**SUMMARY:** 2015 Housing Needs Survey. 50% of the respondents rated “Fair” and “Poor” the safety and quality of their neighborhood. The respondents are demonstrating a serious concern about the increase of delinquency and vandalism in their community.

### **Comments from the respondents:**

“I have 2 complaints, the first one is about our Neighborhood safety, I have been robbed several times, the second is about the Maintenance Supervisor, Israel Chavez. He didn’t introduce himself as the supervisor when he visited my apartment. He is not polite with the residents.

“Israel has a “poor” rating due to his bad attitude, he needs an attitude adjustment”

“I have 7 years since I’ve reported a damaged stove and they don’t come to replace it”

“I have cable problems and other details”

“Disagree with your policies, we are not allowed to have outdoor plants”

“Moctezuma Apt24, I have reported this problem, ant infestation, please fumigate again”

“We need a shade at the bus stop”

“The landscaping needs maintenance, repair the sprinklers. We need the benches back to enjoy the outdoors”

“When I do a work order over the phone, I need to call more than one time to report the same problem because they take too long to come and fix the problem. The receptionists are not polite; they don’t like to give information. Why is the towing co. hauling away the vehicles in a matter of hours, it doesn’t seem right”

“The receptionist doesn’t answer the phone in a good mood, it seems like she doesn’t want to work”

“The receptionist is unwelcoming and not customer service oriented”

“My name is Claudia Lopez Apt#16 from Moctezuma and I’ve been living in this apartment for 6 years but for the past year I had an unpleasant confrontation with the new maintenance supervisor. He has a bad attitude; he doesn’t treat you with respect. I have reported this incident to my eligibility worker.

NOTE: some of these comments were written in Spanish. Translated by: Maria De Los Reyes

**Recommendations:** none

## CUSTOMER SERVICE RESULTS

Eligibility Workers Personnel:				
	E	G	F	P
Are we helpful?	9	22	2	1
Explanation of service?	10	21	1	2
Politeness?	16	18		
Appearance of facility?	9	24	1	

Front Office Personnel/Receptionists:				
	E	G	F	P
Are we helpful?	5	11	5	13
Speed of service?	4	15	8	7
Politeness?	3	9	10	12
Appearance of facility?	5	17	11	1

Maintenance Department Personnel:				
	E	G	F	P
Are we helpful?	2	16	3	13
Speed of service?	2	13	5	14
Politeness?	2	21		11
Quality of work?	2	14	4	14

**SUMMARY:** 2015 Customer Service Survey, the results are indicating a negative impact in the speed of service, customer assistance, quality of work and politeness. The maintenance and the front office personnel have been targeted to improve performance, customer service and efficiency.

**ELIGIBILITY WORKERS** Overall 2% of the respondents rated the eligibility personnel as “poor” under customer assistance, 5% of the respondents rated the eligibility personnel as “poor” under explanation of service.

**MAINTENANCE** Overall, 38% of the respondents rated the maintenance personnel as “poor” under customer assistance, **41%** of the respondents rated the maintenance personnel as “poor” under speed of service, 32% of the respondents rated the maintenance personnel as “poor” under politeness and **41%** of the respondents rated the maintenance personnel as “poor” under quality of work.

**FRONT OFFICE PERSONNEL** Overall, **38%** of the respondents rated the front desk personnel as “poor” under customer assistance, 20% of the respondents rated the front desk personnel as “poor” under speed of service and **35%** of the respondents rated the front desk personnel as “poor” under politeness.

For calculating the percentages, the "percent" is the number of respondents who marked "P" (Poor) divided by the number of respondents.  
(Non-respondents were not included in the calculation of percentages.)

**Recommendations:** Based on the Customer Service survey conducted on 2015, the number of unsatisfied customers and “poor” ratings are greater than last year. The Resident Advisory Council is suggesting immediate attention to these concerns. Poor customer service can negatively impact the Housing Department in a variety of ways. It is crucial to make positive changes and make the extra effort to improve customer service.

Separate Note: Thank you for accepting these recommendations and also thank you for resolving some of the issues mentioned last year. Previous 2014 recommendations are completed or currently under progress:

- a.) Moctezuma-in progress  
-Security Cameras are still pending since 2012.
- b.) Valley Vista Apartments-in progress  
-Security Cameras are still pending since 2012.
- c.) Pecan Shadows-in progress  
-Security Cameras are still pending since 2012.

SUMMARY: The purpose for these recommendations is to provide feedback and make significant changes to offer **better Housing Quality Standards** and **Excellent Customer Services**. If requested, please provide a written statement of the results or comments for all mentioned recommendations.

Thank you in advance for your time.

Meeting Adjourned: 11:30 a.m.

# Agenda

**Review the Resident Advisory Board Annual Plan Meeting Minutes dated February 19, 2015.**

04/14/2015

1:30 p.m.

Meeting called by: Gloria D. Mallek, Director

Attendees: Martha Garcia, Deputy Housing Director  
Israel Chavez, Maintenance Supervisor  
Maria De Los Reyes, Housing Program Coordinator

Please read: Resident Advisory Board Meeting Minutes dated February 19, 2015.

Please bring: Any comments or recommendations

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1:30 p.m.

Location: YCHD Conference Room

**Martha Garcia, Deputy Housing Director**

1. Review attachment A/Recommendations 2015.
  2. Review Housing Needs Survey Results
  3. Review Customer Service Survey Results
-

## **Yuma County Housing Department**

### **Meeting Minutes**

*Present:* Martha Garcia, Deputy Housing Director  
Israel Chavez, Maintenance Supervisor  
Maria De Los Reyes, Housing Program Coordinator

*Meeting Information:* April 14, 2015  
1:30 p.m.  
Location: YCHD Conference Room

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#### **I. Attachment A/Recommendations 2015**

##### **1.) Moctezuma Apartments:**

- a. The Resident Council is requesting an effective and advanced Security Camera System.

R: Due to recent funding cuts and capital grant award, Yuma County Housing Department is not able to meet the above request of installing any kind of security camera system. It is instead recommending that Resident council initiate a neighborhood watch. The request will be re-assessed and considered in fiscal year 16/17 (FY17) when the PHA prepares its physical needs assessment for the five (5) year capital fund plan.

- b. Tenants are requesting more lighting around the complex

R: The request will be re-assessed and considered in fiscal year 16/17 (FY17) when the PHA prepares its physical needs assessment for the five (5) year capital fund plan.

##### **2.) Valley Vista Apartments:**

- a. The Resident Council is requesting an effective and advanced Security Camera System.

R: Please see above explanation under (1a) R:

- b. Tenants are requesting more lighting around the complex.

R: It has been included in the five (5) year capital fund plan.

##### **3.) Pecan Shadows Apartments:**

- a. The Resident Council is requesting an effective and advanced Security Camera System.

R: Please see above explanation under (1a) R:

- b. Tenants are requesting more lighting around the complex.

R: The request will be re-assessed and considered in fiscal year 16/17 (FY17) when the PHA prepares its physical needs assessment for the five (5) year capital fund plan.

## **II. Customer Service Survey Results.**

### **1. Eligibility Workers Personnel:**

- a. (3) "POOR" ratings have been filed to the Eligibility Workers  
R: Martha Garcia, Deputy Housing Director is satisfied with the results.

### **2. Front Office Personnel/Receptionists:**

- a. 38% of the respondents rated the front office personnel as "poor" customer assistance
- b. 20% of the respondents rated the front office personnel as "poor" speed of service
- c. 35% of the respondents rated the front office personnel as "poor" politeness  
R: The front office personnel will be taking additional customer service training to improve their customer service skills.

### **3. Maintenance Department Personnel:**

- a. 38% of the respondents rated the maintenance personnel as "poor" under customer assistance.
- b. 41% of the respondents rated the maintenance personnel as "poor" under speed of service.
- c. 41% of the respondents rated the maintenance personnel as "poor" under quality of work.  
R: Due to funding cut, Yuma County Housing Dept has downsized its organizational staff. The maintenance department suffered a setback due to personnel shortage. The Yuma County Housing Dept has recently hired Israel Chavez as the new Maintenance Supervisor. The Maintenance Supervisor, Israel Chavez is diligently working to improve speed of service and quality of work. Item 3(a) of the survey will be re-assessed as to proper wordings. Customer assistance and/or service is not a function of the maintenance department.

## **III. Housing Needs Survey Results.**

- 1. Question: Overall, how do you feel about your present housing situation?
  - a. 76% answered satisfied.  
R: No further action or discussion is needed.
- 2. Question: Please rate the following aspects of your living environment?
  - a. 29% answered "poor" under Security from Crime  
R: The majority of the respondents marked "GOOD" under living environment. No further action is needed.
- 3. Question: Which one best described the condition of your home?
  - a. 73% answered "Good, only a few minor repairs needed".  
R: No further action is needed.
- 4. Question: Overall, how do you feel about our current policies?
  - a. 79% answered "agree".  
R: No further action or discussion is needed

Meeting adjourned: 2:25 p.m.

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# ATTACHMENT “I”

## SUMMARY OF CHANGES/REVISIONS

**HOUSING CHOICE VOUCHER  
PROGRAM ADMINISTRATIVE  
PLAN**

**Revised Utility Allowances**

**Revised Payment Standards**

**PUBLIC HOUSING PROGRAM  
ADMISSIONS AND CONTINUED**

**OCCUPANCY POLICY Revised Utility**

**Allowances**

**Revised Flat Rents -required flat rents for higher income public housing  
tenants to be set at no lower than 80% of applicable Fair Market Rent**

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# ATTACHMENT “J”

## HOUSING NEEDS

## Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Public Housing Families on the PHA's Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	857		461
Extremely low income <=30% AMI	618	73%	
Very low income (>30% but <=50% AMI)	154	17%	
Low income (>50% but <80% AMI)	85	10%	
Families with children	665	78%	
Elderly families	135	16%	
Families with Disabilities	57	6%	
White	826	98%	
African-American	18	2%	
American Indian	3	0%	
Asian/Pacific Islander	0	0%	
Hispanic	802	94%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	307	36%	
2 BR	287	33%	
3 BR	235	27%	
4 BR	28	4%	
5 BR	0	0%	
5+ BR	0	0%	

Housing Needs of Public Housing Families on the PHA's Waiting List
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>

Housing Needs of Section 8 Families on the Waiting Lists			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	518		83
Extremely low income <=30% AMI	362	70%	
Very low income (>30% but <=50% AMI)	93	18%	
Low income (>50% but <80% AMI)	63	12%	
Families with children	405	79%	
Elderly families	80	16%	
Families with Disabilities	33	5%	
White	498	96%	
African-American	17	3%	
American Indian	3	1%	
Asian/Pacific Islander	0	0%	
Hispanic	469	90%	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			